

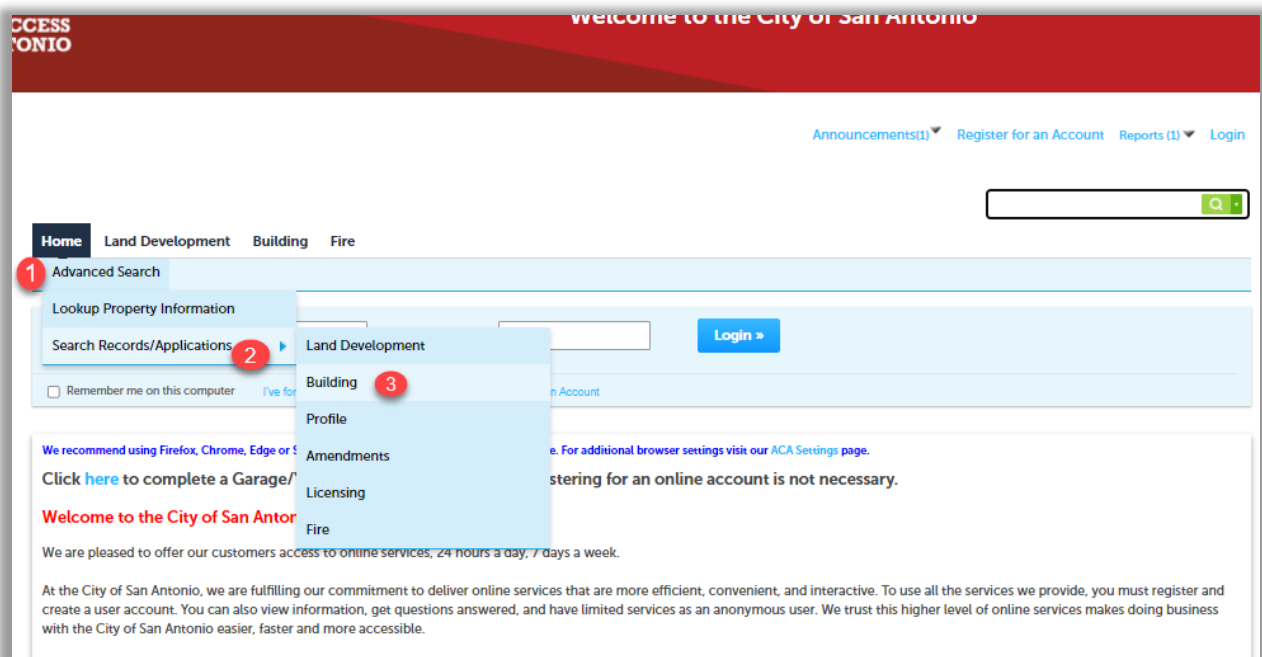
BuildSA Checking the Status of an Inspection

1. To access BuildSA, **click** the following link:
<https://aca.sanantonio.gov/CitizenAccess/Login.aspx>
2. You may create an online portal account and login (this is optional). An **online account is not necessary** to view inspection status on a record.
3. **Type** the permit record number in the global search field:

The screenshot displays the 'Welcome to the City of San Antonio' portal. A yellow callout box states: 'An online account is not required to search for inspection results. Simply type the record number in the global search field (#1)'. A red circle with the number '1' is placed over the search input field. A red dashed arrow points from the callout box to the search field. The search field contains the text 'RES-RBP-PMT21-36600299' and a magnifying glass icon. Below the search field is a login section with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. The page also includes a navigation menu with 'Home', 'Land Development', 'Building', and 'Fire'. At the bottom, there is a section titled 'Welcome to the City of San Antonio Customer Portal' with a message about online services and a link to 'What would you like to do today?'.

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4. You may also search by **address** using the *Advanced Search* option to find the permit number you are looking for (if you don't have the record number).
 - a. **Click** Advanced Search (#1)
 - b. **Click** Search Records/Applications (#2)
 - c. **Click** Building (#3)



5. **Scroll** down and **type** the address.
 - a. *You don't have to enter all the address information. Start off typing the Street No. and the Street Name (nothing else) and click Search (shown)*
The street address should be entered as it appears in the One Stop Map.
In this case, the 711 S. Frio is listed as shown in the screen shot below:

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Enter information below to search for records. Use the drop-down list below (to the right) to select the search type.

General Search

Application Number: Application Type:

Project Name:

Start Date: End Date:

License Type: State License Number:

First: Last: Name of Business:

Business License #:

Direction:

Street No.: - To Street Name: Street Type:

Unit Type: Unit/Suite: City Parcel Number: Level: Building:

City: State: Zip Code:

Country:

This is the General Search page. Scroll to the address section.

6. In this example, eight records display for this address.
 - a. The record numbers with the letters PMT are the PERMITS. **Permits are the records having inspections (SITE WORK Permits have the inspections on the application- APP).**

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- b. The APP is the application record the PMT is the Permit record. The Record Type column shows you which type of permit it is. Depending on which one you want to see, click the record number (blue hyperlink).

8 Record results matching your search results

Click any of the results below to view more details.

Showing 1-8 of 8 | [Export results](#)

Click the Record Number hyperlink (blue text) to access a record.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	01/13/2021	MEP-TRD-APP21-33101190	MEP Trade Permits Application		Electrical General Permit	711 S FRIO ST City of San Antonio, TX 78207		RESIDENTIALIES	Issued		
<input type="checkbox"/>	01/13/2021	MEP-ELE-PMT21-33301190	Electrical General Permit		Electrical General Permit	711 S FRIO ST City of San Antonio, TX 78207		RESIDENTIALIES	Active		
<input type="checkbox"/>	12/30/2020	MEP-TRD-APP20-33103541	MEP Trade Permits Application	GENERAL ELECTRIC NEW COMMERCIAL CONSTRUCTION		711 S FRIO ST City of San Antonio, TX 78207		smiculka	Issued		GENERAL ELECTRIC
<input type="checkbox"/>	12/30/2020	MEP-ELE-PMT20-33303541	Electrical General Permit			711 S FRIO ST City of San Antonio, TX 78207		RESIDENTIALIES	About to Expire		
<input type="checkbox"/>	12/18/2020	COM-BLG-PMT20-40200006	Commercial New Building Permit		Building No: 2; Unit No: NA	711 S FRIO ST City of San Antonio, TX 78207		Richard Chamberlin	Active	Pay Fees Due	Downtown Team
<input type="checkbox"/>	12/18/2020	COM-SIT-PMT20-40100009	Commercial Sitework Permit		Complex Plans	711 S FRIO ST City of San Antonio, TX 78207		Richard Chamberlin	Active		Downtown Team
<input type="checkbox"/>	12/17/2020	MEP-TRD-APP20-33102676	MEP Trade Permits Application			711 S FRIO ST City of San Antonio, TX 78207		12CalebGavin	About to Expire	Pay Fees Due	
<input type="checkbox"/>	12/10/2020	COM-PB3-APP20-39800245	Commercial Project Application		Complex Plans	711 S FRIO ST City of San Antonio, TX 78207		Richard Chamberlin	Issued	Pay Fees Due	

7. The Record Details page displays once the record is accessed (opened). **Click** the Record Info drop-down menu arrow (#1). **Click** Inspections (#2).

Home Land Development **Building** Fire

This is the Record Details page.

Search Applications

Record COM-BLG-PMT20-40200006:
Commercial New Building Permit
Record Status: Active

Record Info **1** Payments

Record Details
Processing Status
Related Records
Inspections **2**
Valuation Calculator

activity on this Record, please refresh the page.

711 S FRIO ST City of San Antonio, TX 78207

Record Details

Applicant:
Individual

Licensed Professional:
JEROME W BURKHOLDER

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8. The Inspections page displays. Completed inspections, including the status for each inspection, are listed at the bottom of the page (shown).

The screenshot displays the 'Inspections' page in the BuildSA system. The page is divided into two main sections: 'Upcoming (19)' and 'Completed/Pending Issuance (16)'. The 'Upcoming' section lists five pending inspections with details such as 'TBD at TBD Pending Plumbing - Top Out (750622)' and 'Inspector: Jerome Truss'. Each entry has an 'Actions' link. The 'Completed/Pending Issuance' section lists six completed inspections with details such as 'Pass Plumbing - Rough-in (256684)' and 'Result by: Jerome Truss on 12/23/2020 at 02:55 PM'. Each entry has a 'View Details' link. At the bottom of each section is a pagination control with links for '< Prev', '1', '2', '3', '4', and 'Next >'. Yellow arrows point to these pagination controls. Two yellow callout boxes provide additional context: one at the top right states 'This is the Inspections Page. Notice the number of pages for the Upcoming Inspections and the Completed Inspections sections.' and another on the right side states 'Completed inspections display at the bottom of the page.'

This is the Inspections Page. Notice the number of pages for the Upcoming Inspections and the Completed Inspections sections.

Upcoming (19)

TBD at TBD Pending Plumbing - Top Out (750622)
Inspector: Jerome Truss

TBD at TBD Pending Plumbing - Top Out (750621)
Inspector: Jerome Truss

TBD at TBD Pending Building - Framing (682836)
Inspector: Roland Resendez

TBD at TBD Pending Mechanical - Rough-in (680902)
Inspector: unassigned

TBD at TBD Pending Electrical - TML (317942)
Inspector: unassigned

Actions

Actions

Actions

Actions

Actions

< Prev 1 2 3 4 Next >

Completed/Pending Issuance (16)
Cancel - 6; Partial Pass - 5; Pass - 2; Rescheduled - 3

Pass Plumbing - Rough-in (256684)
Result by: Jerome Truss on 12/23/2020 at 02:55 PM

Partial Pass Electrical - Concrete Encased Electrode (256614)
Result by: Ariel Barrera on 01/13/2021 at 10:51 AM

Cancel Plumbing - Pre-pour (256683)
Result by: Jerome Truss on 01/14/2021 at 12:47 PM

Pass Plumbing - Pre-pour (310418)
Result by: Jerome Truss on 01/20/2021 at 09:03 AM

Partial Pass Mechanical - Rough-in (256681)
Result by: Leandro Rodriguez on 05/12/2021 at 09:32 AM

View Details

View Details

View Details

View Details

View Details

View Details

< Prev 1 2 3 4 Next >

Completed inspections display at the bottom of the page.

9. To view inspection *Result Comments* and any additional detail on an inspection:
- Click View Details.
 - Next, **click** View Result Comments (#1).

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Plumbing - Top Out (695433)
711 S FRIO ST City of San Antonio, TX 78207

Print

Status

Details

Partial Pass
5/17/2021 10:54 AM
Desired Date: 5/13/2021 12:00 AM

Last updated
Jerome Truss
5/17/2021 10:54 AM

[View Status History](#)

[View Result Comments](#)

Record
COM-BLG-PMT20-40200006
Commercial New Building Permit

Click View Result Comments.

Result Comments

Showing 1-1 of 1

Jerome Truss (5/17/2021 10:54 AM)
Not ready

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status